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Voting Leave

Early voting in Georgia begins Tuesday, October 15, 2024, and Election Day is Tuesday, November 5, 2024. Because employees work different schedules throughout the state, this advisory offers guidance to assist you with administering time off to vote. The State of Georgia encourages employees to exercise their right to vote in all federal, state, and local elections and has developed guidelines to allow employees to request time off for voting. Click [here](#) to access State Personnel Board (SPB) Rule 478-1-.16, *Absence from Work*, and review section (17) on voting leave. As you may be aware, these provisions have recently undergone revision, reflecting changes to state law concerning time off from work for voting.

Eligibility for Voting Leave

Paid voting leave is available to non-temporary salaried employees. Eligibility is no longer limited to those employees who do not have two hours before or after work to vote. **However, no employee may be granted more than two (2) hours of paid voting leave.** An employee may have to use both paid voting leave and appropriate accrued leave or compensatory time to cover the requested absence.

Scheduling and Approval of Voting Time

Any employee wishing to take time off to vote, which may include paid voting leave under SPB Rule 16 (17), should use normal leave request procedures. Agencies may specify the hours during which an employee may take voting leave to ensure minimal disruption of agency operations. To balance support of each employee's right to vote with the business need to minimize operational interruptions, consider providing written reminders to employees to obtain advance approval to take time off to vote. Agencies are also free to make flexible work schedule arrangements with employees for voting purposes.

Agencies with 24/7 operations should note that any voter standing in line at 7:00 p.m. on Election Day will be permitted to vote and may need more time off than originally planned; however, no employee may be granted more than two hours of paid voting leave.

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If you have questions about the information in this advisory, please contact a member of the HRA Policy team or send an email to hrapolicy@doas.ga.gov.

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